

# **CURRICULUM VITAE**

## **VISHAL KADEMANI**

**C/o Lingaraj kademani  
#08, Gurunath Nagar, 2<sup>nd</sup> Stage,  
Anand Nagar Road, Old Hubli  
HUBLI**

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### **CAREER OBJECTIVE**

- Looking forward to a position of responsibility in Secretarial and Finance Department so as to contribute significantly and constantly to the organizational objectives and to build up a purposeful and a long lasting career with the organization.

### **Key Skills**

- Self-motivated and a team player. Appreciated by superiors for excellent attendance.
- Strong Communication and rapport- building skills.

### **ACADEMIC QUALIFICATION**

<b>Examination</b>	<b>Board/University</b>	<b>Institution</b>	<b>Percentage</b>
CS-EXECUTIVE	ICSI	ICSI (Institute of Company Secretaries of India)	52.16
B COM(2011)	K U D	J G PU collage of commerce	74
HSC(2008)	STATE BOARD	J G PU collage of commerce	58.16
SSLC(2006)	STATE BOARD	Z P high school	55

### **Experience as Apprenticeship**

- 15 months Training under Practicing Company Secretary, Mrs. Madhuri Kulkarni, Hubli.

During this period, undertaken the following:

- Preparation of agenda and minutes of the meetings.
- Incorporation of the company.
- Filling petition/application to the Company Law Board, Central Government and the Registrar of Companies.
- Filing of various forms to the Registrar of Companies.
- Annual filling of various companies.
- Working experience under MCA21.
- Working knowledge of Drafting of MOA & AOA of the various companies.
- Working knowledge of preparing Statutory registers, Share Certificates of the company.
- Working knowledge of Secretarial work relating to company.

### **Working Responsibilities**

- Filing of various Annual filing forms on MCA 21 as per the Revised Schedule VI of the Companies Act, 1956 and Companies act 2013.
- Maintenance and safe keeping of all the Statutory Registers of the company.
- Physical as well as online inspection of the various documents filed with ROC.
- To issue notices and agendas for Board and General Meetings and preparing minutes thereof.
- To prepare all the necessary resolutions as and when required under the Provisions of Companies Act, 1956 and companies act 2013.
- Undertaken the work related to shares, their transfer and transmission.
- Advising company on legal and procedural aspects under the Companies Act.
- Develop, implement, modify, and document record keeping and accounting systems while making use of current computer technology.

## Experience as Accountant

- 1. Company Name : STES Consultants India Private Limited**  
**Position Held : Accountant**  
**Duration : February 2018 to June 2019.**
- 2. Company name. : HUBBALLI TRACTORS ( Authorized dealer of Sonalika Tractors)**  
**Position Held. : Senior Accountant**  
**Duration. : June 2019 to present.**

## Working Responsibilities

- Responsible for entire Accounting / Document Management and clerical jobs of the company.
- Monthly GST Return filling.
- Cash handling inward and outward.
- Maintaining physical stock, preparation of monthly billing order as per requirements as per budget available.
- Recording of expenses & Purchases and materials delivery.
- Coordinating with respective financier to close the case in time.
- Make profit & Loss report and submit to the Manager.
- Analysing cash flow and suggesting effective method to increase the profitability of the organization.
- Keep and track all company related documents like, Proposals, Purchase orders, and retrieve them in no time, when required by the relevant employees.
- Maintaining the books of accounts up to finalization.
- Receipt, issue and inventory control of material.
- Bank deposits, Payments and reconciliation.
- Preparation of Month end reports, Yearend reports.
- Evaluate monthly profit and loss account.
- Checking vouchers with supporting documents.
- Checking all the tax related documents.
- Correcting the ledger accounts.

- Preparation of Vouching Notes.
- Preparation of individual salary statements on monthly basis.

### Computer Proficiency

- Working knowledge on Tally.
- Efficient in MS Office.

### CORE COMPETENCIES

Object Oriented, Leadership quality, Hard-working, Public relations, Self-confidence, Flexible and result oriented, Reasoning & Analytical skills.

### PERSONAL PROFILE

**Date Of Birth** : 22-08-1990  
**Sex** : Male  
**Marital Status** : Unmarried  
**Father's Name** : Lingaraj Kademani  
**Mother's Name** : Vinoda Kademani  
**Languages known** : Kannada, English & Hindi.

### DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

**Place:** Hubli

**Date:**

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(Vishal Kademani)